

U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

OPEN TO: All Qualified Candidates
POSITION: Residence Manager
OPENING DATE: January 25, 2009
CLOSING DATE: February 8, 2009
WORK HOURS: Approximately 30 hrs/week

NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Dhaka, Bangladesh is seeking applications for the position of **Residence Manager**.

BASIC FUNCTION: The Residence Manager will oversee and direct the daily activities of Official Residence employees, to include chef, bearer, housekeepers and gardeners; establish and maintain a record of daily work schedules for each staff member; supervise and direct the activities of Residence staff during official functions and assist them with their duties as required.

MAJOR DUTIES AND RESPONSIBILITIES:

- Oversee and direct the daily activities of the Residence staff, to include chef, bearer, housekeepers and gardeners. Establish and maintain a record of daily work schedules for each staff member. Coordinate activities with the Residence chef. Promote the professional development of all CMR ORE staff members.
- Coordinate with the Mission Executive Office in the planning and execution of official events at the Residence.
- Supervise and direct the activities of Residence staff during official functions and assist them with their duties as required.

- Maintain records of official Residence expenditures and submit these records to the Embassy's Financial Management Section for reimbursements as required.
- Establish and maintain an inventory of Residence household supplies and arrange with the Embassy's general services office for replenishment as required.

QUALIFICATIONS REQUIRED:

- Demonstrated knowledge of and proficiency in matters of protocol, to include the handling of guests, preparing and serving drinks, seating arrangements, etc.
- Ability to speak, understand, read and write English and Bangla fluently.
- At least one year of demonstrated experience in hotel, restaurant or executive household management.

Skills and Abilities:

Basic computer skills including knowledge of applications such as MS Word & MS Excel.

TO APPLY:

Interested candidates are requested to submit the following:

Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either By Hand with No Envelope or FAX at 9887825. Blank application forms are available at South barrier (near the Vatican Embassy) and in the Human Resources Office.

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

**Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212**

POINT OF CONTACT:

Nasim Khan

Human Resources Assistant

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Fax # 9887825